

# POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.  
00013147

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced)	3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field	4. Employing Office Location Seattle WA	5. Duty Station Seattle WA	6. OPM Certification No.
7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel <input type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input type="checkbox"/> Yes <input type="checkbox"/> No
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position Is <input type="checkbox"/> Supervisory <input checked="" type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 3-Critical <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive
13. Competitive Level Code		14. Agency Use		

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review						
e. Recommended by Supervisor or Initiating Office	Lead Env. Engineer/Env. Scientist	GS	819/1301	14	cc	3/18/10

16. Organizational Title of Position (if different from official title)  
NPDES Permits Team Lead

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment U.S. Environmental Protection Agency	c. Third Subdivision NPDES Permits Unit (NPU)
a. First Subdivision Region 10	d. Fourth Subdivision
b. Second Subdivision Office of Water and Watersheds (OWW)	e. Fifth Subdivision 91034008 ZBCO

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor Mike Lidgard Unit Manager, NPDES Permits Unit	b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) Mike Bussell Director, Office of Water and Watersheds
Signature 	Signature 
Date 3/10/10	Date 3-10-10

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

Typed Name and Title of Official Taking Action K. Specialist CARRIE CONBOY	22. Position Classification Standards Used in Classifying/Grading Position IF for Prof. Work in the Env. & Nat. Group 0800 GS Lead Eval Grade PFI HCD-5 6/98
Signature 	Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.
Date 3/18/10	

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)								
b. Supervisor								
c. Classifier								

24. Remarks  
BU-0095 The draft test No external FPL-6514

25. Description of Major Duties and Responsibilities (See Attached)

**NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES)  
TEAM LEAD #1**

**Permit Lead Environmental Engineer/Scientist, GS-0819/1301-13/14**

**INTRODUCTION**

This position serves as the team lead for the NPDES Unit in EPA Region 10 in the area of direct implementation of the NPDES permit work in Idaho, tribal permit work across the region, Alaska permit work for sectors not transferred to the state, and federal facilities in the State of Washington. The purpose of this position is to oversee and support the technical, policy and programmatic work of the EPA NPDES permit staff. The team lead is responsible for assuring that the work of the NPDEA permit team is carried out by performing a range of coordination and supportive duties and responsibilities including: reviewing EPA issued permits, responding to technical permitting questions, ensuring consistency among permits, developing/maintaining permit procedures, tracking national policy, court decisions and emerging issues, solving permit problems, and tracking permit status and progress.

This position is located in the NPDES Permits Unit, Office of Water and Watersheds (OWW), Seattle, Washington.

**MAJOR DUTIES**

- Conduct reviews of permits for quality and consistency: In the Region 10 NPDES Permits Unit, the staff write wastewater permits for a variety of municipal and industrial sectors, including mining facilities and oil and gas facilities. The permits must comply with the Clean Water Act and its implementing regulations. The team leader's role will be to ensure consistency and quality across permits. The team leader will review all aspects of the permit developed by the permit staff, including technical fact sheets, engineering evaluations that establish effluent limitations contained in the permits, public notices, etc. The team leader will be responsible for ensuring that the permits are of high quality and are technically and legally sound.
- Provide Technical and Policy Expertise and Advice: The team leader will function as a resource and coach for permit writers. The team leader will maintain current knowledge and answer questions of team members on procedures, policies, and directives. Consequently, this position is responsible for fielding technical questions from permit staff, troubleshooting and resolving technical issues that arise, and staying abreast of national policy and court decisions that affect how permits are written.
- Develop procedures for permit writers: The team leader will establish and maintain permit writing procedures for the NPDES Permits Unit, including, ensuring that model permits are up to date and relevant background documents, policies, guidance documents, and written instructions are readily available to permit writers.

- Coach and mentor permit writers: The team leader will mentor individual permit staff, especially junior staff. The team lead will provide on the job training to new NPDES permit writers within the unit.
- Monitor completion of permits: The team leader will monitor the work of the permit writing staff and report on the status and progress of the work to ensure permit deadlines are met.
- Identify training needs and arrange for training: The team leader will help identify training needs and arrange for relevant training of team members to enable the individual permit writers to better accomplish tasks or projects and function effectively.
- Advise on workload balancing: The team leader will advise the NPDES Permits Unit supervisor on distributing and balancing the permitting workload among team members in accordance with established work flow, skill level and/or specialty technical area. The team leader will advise the supervisor on adjustments to the workload to ensure timely completion of permits in accordance with the Unit's permit implementation plan.
- Lead for complex permits: The team leader will also take on individual highly complex, controversial permit writing assignments.
- Other Duties: The team leader will establish and maintain good communications with the EPA Headquarters NPDES permits program managers and staff, other EPA Regional Office program managers and staff, and stay abreast of and represent EPA Region 10 and our states on national permitting policy issues and proposed regulatory rule changes. As the senior technical support for permit writers, the team leader will respond to inquiries and requests from elected officials, our state NPDES program managers and staff, and other external parties.

**The Team Leader is accountable for outcomes and results of the team and performs the following specific duties:**

1. Ensures that the organization's strategic plan, mission, vision and values are communicated to the team and integrated into the team's strategies, goals, objectives, work plans work products and services.
2. Articulates and communicates to the team the assignment, project, problem to be solved, actionable events, milestones, and/or program issues under review, and deadlines and time frames for completion.
3. Coaches the team in the selection and application of appropriate problem solving methods and techniques, provides advice on work methods, practices and procedures, and assists the team and/or individual members in identifying the parameters of a viable solution.
4. Advises the supervisor on distributing workload, including identifying and balancing workload and tasks among staff in accordance with established work flow, skill level and/or occupational specialization. Communicate assignments, milestones, and deadlines to the team and individuals.
5. Train or arrange for the training of team members in methods and techniques of team building and working in teams to accomplish tasks or projects, and provide

- or arrange for specific administrative or technical training necessary for accomplishment of individual and team tasks.
6. Monitors and reports on the status and progress of work, checking on work in progress and reviewing completed work to see that the supervisor's instructions on work priorities, methods, deadlines and quality have been met.
  7. Serve as coach, facilitator and/or negotiator in coordinating team initiatives and in consensus building activities among team members.
  8. Maintains program and administrative reference materials, project files and relevant background documents and makes available policies, procedures and written instructions for information, as required, and coordinates the preparation, presentation and communication of work-related information to the supervisor.
  9. Reports to the supervisor periodically on team and individual work accomplishments, problems, progress in mastering tasks and work processes, and individual and team training needs. Reports on work accomplishments, problems and training needs reflect the team leader's independent judgment based on personal observations as well as work plan data and IDPs developed by employees.
  10. Represent the team consensus and convey the teams findings and recommendations in meetings and dealings with other team leaders, program officials, the public and other customers on issues related to or that have an impact on the teams objectives, work products and/or tasks.
  11. Estimate and report to the team on progress in meeting established milestones and deadlines for completion of assignments, projects and tasks, and ensure that all team members are aware of and participate in planning for achievement of team goals and objectives.
  12. Represent the team in dealings with the supervisor or manager for the purpose of obtaining resources (e.g., computer hardware and software, use of overtime or compensatory time), and securing needed information or decisions from the supervisor on major work problems and issues that arise.
  13. Research, learn and apply a wide range of qualitative and/or quantitative methods to identify, assess, analyze and improve team effectiveness, efficiency and work products.
  14. Lead the team in assessing its strengths and weaknesses and provide leadership to the team in exploring alternatives and determining what improvements can be made (e.g., in work methods, processes and procedures).

#### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

Mastery of specialty areas in the engineering and/or science field encompassed by the position sufficient to apply new developments and theories to critical and emerging problems; extend and modify approaches, precedents, and methods to solve a variety of scientific and/or engineering technical problems with unprecedented aspects; and make decisions or recommendations that significantly affect the content, interpretation, or development of major policies or programs concerning critical or major scientific and/or engineering technical issues. The position requires a mastery of the Clean Water Act and its implementing regulations.

Demonstrated technical ability to provide effective review of a range of wastewater treatment facility NPDES permits and assess their compliance with regulations as well as the ability to communicate orally and in writing the results of the assessment.

Knowledge and skill to assess pollutant discharges and evaluate how they affect the environment, the public safety and attendant interests (i.e., aquatic life, wildlife, recreation uses); mastery of technical analyses, including toxicity tests, water quality models and field data, into legal and regulatory parameters.

Knowledge and skill to apply current Federal statutes, regulations, policies, guidance, Federal court decisions, along with judgment of best engineering practices to solve novel or extraordinary permitting problems, develop new approaches for use by other permit writers in solving a variety of permit issues and challenges.

Demonstrated ability to manage highly visible, complex and controversial permits and permit appeals and to work effectively with representatives of EPA headquarters and regions, Department of Justice, state and local agencies, tribes, the regulated community, environmental groups, and the public at large.

Ability to set priorities and to plan, organize, monitor, and carry through to completion complex projects which are national in scope.

Ability to communicate clearly in writing and orally. Skill in writing factual and concise letters and technical reports, and make presentations to various types of audiences.

## **SUPERVISORY CONTROLS**

Assignments are normally made only in terms of broadly defined mission or functions. The employee has wide latitude and responsibility for planning, developing, coordinating, and evaluating programs, projects, activities, or other work independently. Completed work is accepted as being technically authoritative and is reviewed for such matters as fulfillment of objectives, effect on overall operations, and contributions to program efforts. The incumbent has the highest degree of independence in seeking optimum technical or policy solutions to problems in light of current scientific and/or engineering developments.

## **GUIDELINES**

Guidelines are basic legislation and/or broadly stated agency regulations and policy statements. At this level the engineer and/or scientist is a recognized technical authority in the interpretation of such broad guidelines, and must exercise considerable judgment and ingenuity in interpreting and adapting guides that exist; in developing new and improved hypotheses, concepts, or approaches not previously tested or reported; and/or in developing new policies that have the potential to take the organization (and the affected public) in new directions. The ideas, methods and procedures developed are on the cutting edge of technology and often serve as precedents for others within or outside the agency.

## **COMPLEXITY**

Assignments have very complex, controversial, and unconventional features; involve distilling national goals, objectives, and priorities into regional application; or involve developing material to supplement and interpret Headquarter's guidelines. The work requires originating new techniques, establishing criteria, or developing new information.

## **SCOPE AND EFFECT**

The purpose of the work is to serve as a technical authority and provide the guidance and leadership necessary to resolve matters which are very complex, controversial, or which set general precedent, or involve delicate coordination or negotiation of major consequence. Efforts affect policy or other decisions, the work of other technical authorities, or major aspects of EPA programs.

## **PERSONAL CONTACTS AND PURPOSE**

Personal contacts include a range of professional and administrative personnel throughout the agency, at other federal agencies, at the state and local government level, with tribal governments, in private industry, and in academia. Contacts are for the purpose of collecting and exchanging information, providing consultation on problems, defending proposed approaches, negotiating settlement of differences, and resolving problem areas

or controversies. Potential for fundamentally different perspectives on central issues requires greater initiative, skill and persistence in maintaining good working relationships.

#### **PHYSICAL DEMANDS**

The work is primarily sedentary, although some walking, bending, lifting may be required during field work.

#### **WORK ENVIRONMENT**

Work is generally performed in an office setting although some field visits may be necessary.